

# FOOD SERVICE MANAGER'S CERTIFICATION CLASSES

The City of Houston Food Ordinance requires the presence of a food service manager (s) in food establishments during all stages of operation. Students must complete the course and pass the examination with a score of 70 points or above in order to receive a certificate, valid for 5 years. The city provides an initial 2 - Day course, renewal 1- Day course, and an optional exam. Persons renewing their City of Houston Food Service Manager's Certificate must complete the course or the optional exam no later than 60 days after the expiration date of the current certificate.

**Reservations and pre-payment are required for all classes. Class size is limited.**

**FOOD CERTIFICATION CLASS RESERVATIONS ARE TAKEN MONDAY- FRIDAY, 8AM-5PM @ 832.393.5100**

Students will receive a letter with instructions including the payment due dates, a map of class location, and invoice. Return the invoice and payment together. Call the office if you have not received your packet at least 10 days before class.

## ♦ FEES

**A non-refundable fee must be paid two days prior to the date of the class.**

**Payment may be received by mail or in person at the Department of Health and Human Services Department,  
8000 N. Stadium Drive.**

**Two-day course: \$72.25    Renewal one-day course: \$56.77    Optional Exam: \$76.61**

Payment: cash, money order, business check, cashier's check, credit/debit cards **PERSONAL CHECKS ARE NOT ACCEPTED**  
**Class dates and locations are subject to change.**

## ♦ LOCATIONS

Classes are currently being offered at the following locations:

**Environmental Pollution Control Services: 7411 Park Place**

**Southwest Multi-Service Center: 6400 Highstar**

**Northeast Multi-Service Center: 9720 Spaulding**

**West End Multi Service Center: 170 Heights Blvd.**

**Department of Health and Human Services: 8000 N. Stadium Drive**

**Tracy Gee Community Center: 3599 Westcenter Drive**

All facilities are wheelchair accessible.

## ♦ CLASS CHECK IN

Check in for students begin at 7:00 a.m. unless otherwise indicated according to the class location. Photographic identification is required for students attending the class: a current driver's license, state identification card, student ID card, passport, etc. Students arriving late for class will not be admitted.

### **CLASSES IN ENGLISH:**

Initial 2 - Day classes are conducted 3-4 sessions each month. Renewal classes are conducted bi-monthly.

### **CLASSES IN SPANISH:**

Initial 2 - Day classes are conducted 3-4 sessions each month. Renewal classes are conducted bi-monthly.

### **CLASSES IN VIETNAMESE:**

Initial 2 - Day classes in January, March, May, July, and November. Renewal classes in February, April, June, and October.

### **CLASSES IN CHINESE:**

Initial 2 - Day classes in January, April, and September. Renewal classes in February, and June.

### **CLASSES IN ASIAN (Urdu, Hindi, and Bengali):**

Initial 2- Day classes in February, May, & September. Renewal classes in March & October.

### **OPTIONAL EXAM SESSIONS:**

Conducted bi-monthly in January, March, May, July, September, November.

**Want to take the Exam Only?** There are no lectures; no two - day class attendance; no renewal class attendance. This option is for persons who have knowledge of current food safety practices and the City of Houston Food Ordinance. Call for reservations. The manual is available for studying in English and Chinese on the following website:

[www.houstontx.gov/health/food/foodmanager](http://www.houstontx.gov/health/food/foodmanager)

Some food establishments are exempt from the FSMC requirement: This is based on the type of operation and, must be confirmed by an inspection from the City of Houston Food Inspection sanitarian.

**RECIPROCITY:** Food personnel in possession of a current accredited national or State of Texas food safety card/certificate must obtain the City of Houston Food Service Manager's Certification. Complete an application at the DHHS office; submit the certificate for confirmation of reciprocity and photo identification. If approved, pay the **\$36.12** fee.

**ON-LINE COURSES:** The City of Houston does not provide on-line courses. You may complete any of the State of Texas or nationally accredited Food Managers programs listed on the following link [www.dshs.state.tx.us/foodestablishments/CFM.shtm](http://www.dshs.state.tx.us/foodestablishments/CFM.shtm) After completing the course and the exam; obtain City of Houston certification by reciprocity.

Note: New fees effective January 1, 2012